

# MINUTES OF THE WINTERVILLE LIBRARY BOARD

Meeting held January 11<sup>th</sup> at 7:00PM .  
Winterville, Georgia

The members of the board of the Winterville Library met Monday, January 11, 1999, at 7:00PM at the Library for the Quarterly Meeting. Because the new members of the Library Board had not been appointed, a quorum was not in attendance, however, informal discussion took place among those present. In attendance were: Don Bower, President; Laurie Tweedell, Vice -President, Martha Beach, Secretary; Laura Carter, Branch Consultant, Athens Regional, and Frances Lester, Librarian.

There have been three applications for the Library Board filed with Barbara at City Hall. They are Mellisa Cappi, Mary Alvarez and Linda Floyd. They all have interest and good qualifications. Don Bower, President, will recommend that all three candidates be appointed to fill the unexpired terms of Sarah Brantley and Laura Tambrello, who have resigned and to replace Mary Quinn who has completed two terms. The Mayor and City Council will notify the candidates of their appointment to the Library Board.

A special meeting will be held February 8<sup>th</sup> to consider changing the by-laws to increase the number of Board meetings to 6 as Quarterly Meetings do not provide frequent enough meetings to tend to Library matters in a timely fashion. In the past year we have had to call several special meetings to conduct business and because a quorum was not present. The proposed changes would be that meetings be held on the second Monday of January, March, May, July, September and November. In this way the Mayor and City Council could appoint replacements for members completing terms at the November or December City Council Meetings. Officers for the following year would be elected at the November Library Board Meeting and new members would be able to participate in the first meeting of the new year.

Don Bower suggested that the Board provide some special recognition for Mary Quinn for her outstanding service to the Library. This could be public recognition at the February City Council Meeting and the purchase of a book for the Winterville Library in her honor .

There was further discussion of the effects of House Bill 489 on the Library budget. Traditionally Athens Clarke County has paid for personnel and Winterville has been responsible for maintaining the library building. This must be re-negotiated with Athens-Clarke County budget.

The Internet is now working on one computer in the Library. It is hoped that the second system will be running soon.

The next meeting will be Monday, February 8<sup>th</sup> at 7:00PM at the Library

Respectfully submitted,

Martha Beach, Secretary

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Respectfully submitted,



Martha Beach, Secretary

## MINUTES OF THE WINTERVILLE LIBRARY BOARD

Meeting held February 8, 1999.

Winterville, Georgia

The members of the board of the Winterville Library met Monday, February 8th, 1999, at 7:00PM at the Library for a called meeting to introduce the newly appointed Library Board members and conduct the business of the Quarterly Meeting that lacked a quorum. In attendance were: Don Bower, President; Laurie Tweedell, Vice -President, Martha Beach, Secretary; Laura Carter, Branch Consultant, Athens Regional, and Frances Lester, Librarian, and new board members, Mary Alvarez, Melissa Cappi and Linda Floyd. A warm welcome was extended to the new board members and all present introduced themselves and gave a brief description of why they were interested in working on the Library Board.

Terms of office for Library Board members are normally 3 years ending in December of the year specified. New Board Members, Linda Floyd will serve a one year, unexpired term to 1999, Melissa Cappi will serve a 2 year unexpired term to 2,000 and Mary Alvarez will serve a full three year term until 2001. All are eligible for reappointment for a full three year term.

Laurie Tweedell reported on the success of the Open House and Book Sale run by the of the Friends of the Library. This is the 25<sup>th</sup> anniversary of the Winterville Library and there should be plans made for celebrating and fund raising. Mary Alvarez noted that there will be a yard sale for the benefit of the Autism Society of N.E Georgia April 24<sup>th</sup> at her home. Melissa Cappi also noted that De Palmas (Restaurant) donates a portion of their receipts on the first Monday of the month to charities or other worthy causes.

In recognition of Mary Quinn's many contributions during her terms on the Library Board a classic book on quilting, American Quilts: Cloth and Comfort 1750 - 1950 has been purchased and will be placed in the Winterville Library in her honor. A Gardening book has also been donated to the library in honor of former Board member Denise Lockamy.

Minutes of the October 27<sup>th</sup> called meeting which had to be called due to a lack of a quorum for the regular which had not yet been approved due to lack of a Quorum at the December and January 11 meetings were read and approved. There were no minutes of the December called meeting as the Secretary was not present.

There was further discussion of the effects of House Bill 489 on the Library budget. The City of Winterville has been responsible for paying the utilities and maintaining the library building and the salary for the Branch manager. ACC provides books, Computer Services and part of the assistant manager's salary. Funds from a DFCS grant have allowed the library to extend hours to 5 afternoons and paid of the branch assistant's salary. The grant funds are almost expended and this may require a reduction in library hours. This will have to be re-negotiated with Athens-Clarke County budget. The 1998 Marigold Festival gift has provided chairs for the new computers and Internet access. Friends of the Library funds have purchased a portable telephone and answering machine system for the Library which is a big help to the staff.

Special Library programs have, unfortunately, not been well attended. No one came to the Wednesday morning story hour special program on Black History month in January and the Senior Citizen movie program is not being well attended. Frances will continue the Sr. Movie program for another month and try to get more publicity for it through the churches and on the Winterville sign. The Internet is still only on one computer. It is being used by both adults and children and

use is picking up as people become more aware that is available at the Library. Frances was invited by the Oglethorpe Primary School to present the Black History Month program to several classes and reported that quite a few of the children knew about the Winterville Library. The ACC endowment fund raising program lawyers are trying to see if the endowment fund for the Winterville Library that Steve Warren wants to start can be worked in with the ACC program and still be used exclusively for Winterville. There are some cost advantages to not having to incorporate as a separate non-profit organization. By-laws and constitution for the Winterville Library Board are inconsistent and must be compared and corrected, Linda Floyd will work with Laurie Tweedell on this and they will report on the results at the April Meeting.

Raise up Georgia program has been proposed as the new funding formula for Georgia Libraries. There are 159 Counties in Georgia. Two have no library. Athens Regional handles 5 counties. New funding proposed to provide a minimum of 30 hours @ \$7.00 for staffing. We should write to Paul Braun and Ralph Hudgens.

Don will continue to be in contact with Mayor Doc Eldridge , Tom Chasteen and Charles Carter during the budget hearing and Bill Berryman or ACC Library Board.

We should be working toward a suitable celebration of the Winterville Library's 25<sup>th</sup> Anniversary. Information should be added to the City Website and put in the quarterly news letter.

The next meeting will be Monday, April 12th at 7:00PM at the Library

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Martha Beach".

Martha Beach, Secretary

# MINUTES OF THE WINTERVILLE LIBRARY BOARD

Meeting held April 12, 1999.

Winterville, Georgia

The members of the board of the Winterville Library met Monday, April 12th, 1999, at 7:00PM. In attendance were: Don Bower, President; Laurie Tweedell, Vice -President, Martha Beach, Secretary; board members, Mary Alvarez, Melissa Cappi and Linda Floyd, Laura Carter, Branch Consultant, Athens Regional, and Frances Lester, Librarian.

Don Bower reported that a certificate of appreciation and the book given to the Library were presented at the March 9<sup>th</sup> City Council Meeting to Mary Quinn in recognition of her many contributions during her terms on the Library Board.

Minutes of the January 11th meeting were read and approved.

Librarian Frances Lester reported that three people attended the Silver Screen Club Program in February. The March program was attended by 12 people with the cooperation of the Winterville Retirement Center staff who brought a group of residents to the library. Next program will be April 16<sup>th</sup>. The Read Across America Program in honor of Dr. Seuss Birthday in March was not well attended, but those who participated had a good time. The Dr. Seuss book, "You're Only Old Once" was given to the Library in Honor of Mary Cauthen, the library's oldest reader (101 years young). In preparation for The Summer Reading Club Frances has also been reading to different classes at the Winterville Elementary School each week.

New Business: The bridge over the ditch in front of the Library is very rough and has sunk down so that the sidewalk is higher and has caused several people to trip on it. Frances herself fell on it last year and required medical care that was, fortunately, covered by ACC Workman's Compensation. This should be corrected. There was also discussion of making it easier for those using walkers or wheel chairs to get to the ramp. The group from the Retirement Center had difficulty getting to the ramp. Suggestions were made to either pave a driveway behind the Library or allow drivers with handicapped persons to drive on the grass.

Frances read a letter indicating that due to family business responsibilities she would be resigning as Branch Librarian as of June 30<sup>th</sup> of this year. Her resignation was reluctantly accepted by the Board as she has done an outstanding job. She indicated that she would help train her successor. Laura said that ACC will advertise for job applicants within the Library system by internal e-mail and in the Athens daily papers, the Oglethorpe Echo and Madison Co. papers. Don will appoint committee to interview applicants.

The request of the Winterville City Council to have the ACC pay the Librarian Salary did not pass the ACC budget hearings. Funds for the assistant librarian are available only through December 1999. Winterville has the lowest paid Branch Manager. This will make it difficult to attract qualified applicants. The difference in Fiscal Year budgets also causes difficulties. Winterville's FY is Jan. 1- Dec. 31, ACC's FY is ~~July 1 - June 30~~  
June 30 - July 31

Laura Carter reported that ACC regional needs to replace the aging Bookmobile. Currently the ACC Regional Library Van does rounds of all 5 Branch Libraries and delivers books to homebound SPLOST funds have provided many much needed non-fiction books for both adults and children for the past 4 years. A proposal for a statewide Library Card System would provide funds to up-grade all library computers to Windows and replace all non Y2K compliant computers.

This should replace all Winterville's computers, even those that do not currently work. Under a new grant, Winterville is also scheduled to receive a "Kid's Computer" that is not connected to the Internet, but has a large number of educational programs and games on it. We have requested computers with earphones on them to reduce the noise of games.

The Dinex computer system will be "down April 28 & 29 for upgrading.

The problems of "filtering" the Internet Access was also discussed. The ACC currently uses "Cyberpatrol" on most computers. Having the computer screen visible to the Library staff has so far, proved to be the biggest deterrent to accessing of pornographic sites.

Laurie Tweedell and Linda Floyd reviewed and revised the By-laws and constitution for the Winterville Library Board to make them consistent. The main changes were to make the number of Board members 6 with rotating terms, to change the Annual Meeting to November to elect officers. New Members should be appointed by the City Council by September or October, before the Annual Meeting so that their terms could begin in December. It was also approved that the Board should meet bi-monthly in January, March, May, July, September and November as quarterly meetings were not sufficient to conduct Library business in a timely manner. This past year required an unusually large number of "called meetings" because of lack of a quorum. The Board approved the by-laws and Constitution changes as proposed and thanked Laurie and Linda for their work.

Mary Quinn arrived at the end of the meeting and was asked to contact Steve Warren about the name he would like to have for the proposed endowment fund and to let him know we are working on the best way to manage the fund for the benefit of the Winterville Library.

After considerable discussion, it was agreed to try changing the library hours to 3:00pm to 7:00pm Monday - Friday, as well as Wednesday mornings 9 - 12 noon and to open on Sunday afternoons from 2:00PM to 5:00pm starting June 6th. The extra hours for Sunday were worked out by opening weekdays at 3:00pm instead of 2:30pm and taking out a half hour from the librarian's planning time. Plans for an open house on June 6<sup>th</sup> during those hours was proposed to kick off the 25<sup>th</sup> anniversary celebrations. Details to be worked out with the Friends of the Library.

The next meeting will be Monday, May 10th at 7:00PM at the Library

Respectfully submitted,

Martha Beach, Secretary



# MINUTES OF THE WINTERVILLE LIBRARY BOARD

Meeting held May 10, 1999.

Winterville, Georgia

The members of the board of the Winterville Library met Monday, May 10th, 1999, at 7:00PM. In attendance were: Don Bower, President; Laurie Tweedell, Vice -President, Martha Beach, Secretary; board members, Melissa Cappi and, Laura Carter, Branch Consultant, Athens Regional, and Frances Lester, Librarian. Mary Alvarez and Linda Floyd were excused due to a schedule conflict.

Minutes of the April 12<sup>th</sup> meeting were read and approved with minor corrections.

Librarian Frances Lester gave her report on circulation.

Plans for the 25<sup>th</sup> anniversary celebration open house to be held Sunday, June 6<sup>th</sup> were discussed. The Friends of the Library will provide invitations and postage as well as decorations and refreshments. Special invitations are to be sent to those who participated in the founding of the Library, Joan Biles, Wesley and Mary Whitehead who signed the note, Kathryn Ames (Director, Athens Regional Library System) who was Branch Consultant, at the time, all former library staff, Mayor Jim Mercer and Winterville City Council Members. Members of the Athens-Clarke County Library Board, as well as State Representatives, Paul Broun, John Linder, and Ralph Hudgens, Bill Cabaniss, President of the Commercial Bank who made the loan for the purchase of the original building will be invited. The program will include remarks and introductions by Board president, Don Bower and a brief history of the Library by Frances Lester.

Melissa Cappi will contact the Athens papers and Martha Beach will contact the Oglethorpe Echo for newspaper publicity. Posters will be placed in local stores and local churches will be asked to announce the open house and new Sunday hours. The Civitan sign will be reserved for the week of June 1 to remind the public of the open house and Summer Reading Club.

Volunteers were requested to man the Friends of the Library book sale at the Marigold Festival, June 26<sup>th</sup>. Tables must be picked up by June 23<sup>rd</sup>. Ron Wetherbee is to be contacted for more used books for the sale.

Endowment update: Bill Berryman is reviewing. Don Bower will contact him for update.

The next meeting will be Monday, July 12th at 7:00PM at the Library

Respectfully submitted,

Martha Beach, Secretary

## REMINDER:

Future meetings: September 13, November 8, 1999 and January 10, 2000

Laurie

# MINUTES OF THE WINTERVILLE LIBRARY BOARD

Meeting held July 12, 1999.

Winterville, Georgia

The members of the board of the Winterville Library met Monday, July 12, 1999, at 7:00PM. In attendance were: Don Bower, President; Laurie Tweedell, Vice -President, Martha Beach, Secretary; board members, Mary Alvarez and Linda Floyd and, Laura Carter, Branch Consultant, Athens Regional, and Suzanne DeGrasse, Librarian. Melissa Cappi was excused.

Minutes of the May 10<sup>th</sup> meeting were read and approved with minor corrections.

Our former assistant, now new Librarian, Suzanne DeGrasse reported that 51 children are enrolled in the Summer Reading Club. The Library's Float in the Marigold Festival Parade, featuring former librarian Frances Lester, several children enrolled in the summer reading club, along with a fan and giant "ice cube" to illustrate the theme "Chill Out With Books" won the Mayor's Trophy. There has been an increase in adult visitors, many of whom are new to the Library. Craft and Story Programs have been well attended. The new "Children's computer that is programmed with games and children's programs is very popular. \$1,500.00 worth of new Videos and many new young adult books have been added. The Video tapes need more shelf space. Donna Slaboda the new assistant Librarian has also made new curtains for the front room and reupholstered the chairs. Storage closets are being rearranged.

The 25<sup>th</sup> anniversary celebration open house held Sunday, June 6<sup>th</sup> was well attended by 49 adults and 11 children. Frances Lester had made an interesting display of letters and photos illustrating the Library's development. The program included remarks and introductions by Board president, Don Bower. A brief history of the Library was presented by Frances Lester. Bill Cabaniss, President of the Commercial Bank who made the loan for the purchase of the original building several past Librarians, and those who helped to establish the library were honored. The Friends of the Library provided decorations and delicious refreshments. The Friends of the Library did not hold a regular meeting in June because of their busy schedule with the Open House and Marigold Festival Book Sale.

The Friends of the Library book sale at the Marigold Festival, June 26<sup>th</sup> brought in \$478.00. Thanks were also given to Laurie Tweedell for arranging for 4 cartons of sale books from Baker and Taylor. Left over books need to be boxed and moved from storage in the old fire house to Mary Quinn's barn.

Suzie is to contact Palmer Rehberg about the remaining funds from last year's Marigold Festival for needed supplies. The library shelves from Madison County are stored somewhere in Winterville. Laura has a list of their sizes. Arrangements should be made to have them installed and schedule regular cleaning schedule by the City maintenance staff.

Laura Carter presented a draft resolution to coordinate the Winterville Library Endowment Fund with the existing Athens-Clarke County Library Endowment Fund, Inc. to use that corporation's tax exempt status to conduct its fund raising efforts. The Winterville Endowment Fund Committee would design and lead the Winterville Library Endowment Fund raising campaign, design and produce its own brochure, materials, solicit pledges, bill and keep records etc. and work with the ACC Library business manager to separately tract the funds collected.

Don Bower asked for suggestions for Endowment Committee members. The consensus was that 5 members would be needed and would have responsibility for setting up goals, Fund raising activities, oversight of funds, investment strategies and gift policies. Members need not be



restricted to those living in the City of Winterville. Experience and background in legal or investment would be helpful. Mary Alvarez will serve as the Library Board Liaison. If the proposed resolution is passed at the August 3<sup>rd</sup> meeting of the ACC Library Board meeting, Mary Quinn will set a date to meet with Steve Warren and act as Chairman.

Suzie asked if, as Librarian, she could elect not to renew the current subscription to "Mad Magazine" as several patrons have objected to the increased pornography. Board members agreed that the subscription will be allowed to lapse.

Laurie Tweedell will be attending a workshop sponsored by the Georgia Library Association in Atlanta on "How to get what you want for your library".

The next meeting will be Monday, Sept. 13th at 7:00PM at the Library

Respectfully submitted,

Martha Beach, Secretary

REMINDER: Future meetings: November 8, 1999 and January 10, 2000

## MINUTES OF THE WINTERVILLE LIBRARY BOARD

Meeting held September 13, 1999.

Winterville, Georgia

The members of the board of the Winterville Library met Monday, September 13, 1999, at 7:00PM.

In attendance were: Don Bower, President; Laurie Tweedell, Vice -President, Martha Beach, Secretary; board members, Mary Alvarez and Melissa Cappi, Laura Carter, Branch Consultant, Athens Regional, and Suzanne DeGrasse, Librarian. Linda Floyd was excused.

Minutes of the July 12<sup>th</sup> meeting were read and approved with minor corrections.

Laurie Tweedell reported on a meeting she attended for Friends Groups. There were workshops on suggestions for fund raisers, learning what are the real needs of their local library, and special recognition for librarians. Fund raisers included such ideas as tote bags for new friends, Book sales, house tours, door prizes and celebrity roasts. The Clayton County Library, for instance, gets books for their book sales through Delta Airlines who supplies books that have been left on planes. Suggestions included getting to know state and local legislators and keeping touch with them and letting them know that you appreciate their interest in anything done for local libraries. Laurie added that she also met a lot of great people and hopes others will participate in future meetings. Winterville's greatest need at the moment is funding to keep our assistant Librarian, Donna Slaboda.

Librarian, Suzie DeGrasse reported that there was a slump in library visits during August, which is not uncommon as school starts up. She and Donna are calling on Day Care Centers and pre-schools to suggest they come to the Wednesday morning story hour. They will also be in contact with the local schools to provide special story hours and encourage students to come to the library for homework help and recreational reading. They are planning Monday After School special programs, similar to the after school specials that were on television several years ago. These will featuring videos of animal friends, and good moral life lessons, from ACC Regional.

Thanks to Alan Mockus and the City crew, the free standing book shelves that have been in storage have now been installed back to back to create separate children's and adult areas, as well as more book storage and display.

SPLOST funds have provided \$1,800 for adult non-fiction and \$2,800 for children's books. There have been requests for more "For Dummies" books, as well as books on sewing. There is also a need for more biographies for both adults and children. The Sunday afternoon hours are working out well for both readers and computer users.

Barbara Trotter has been trained as a substitute librarian. This will allow both Suzie and Donna to attend the Northeast meeting for Children's Librarians. The Library will be closed for Staff Development Day at ACC Regional.

Laura Carter reported on the wage ranges for librarians in the Athens-Clarke County System. Our Librarians are currently the lowest paid. This fact will be brought to the attention of Athens - Clarke County and Winterville City Council as they work on the budgets for the upcoming fiscal year.

Athens Clarke County Regional Library turned down the proposal to coordinate the proposed Winterville Library Endowment Fund project with the up coming Regional Library Endowment Fund drive. One concern was that their by-laws explicitly exempt use of funds for operating

expenses. One of the prime interests of Steve Warren in establishing the Winterville Library Endowment Fund would be to provide on going operating funds.

Mary Quinn was unable to be at the meeting, but Laura Carter said that this would mean that the Winterville Library Endowment Fund would need to be incorporated under the 501 ( C ) (3) regulations with a \$500 IRS fee for tax deductible status. The question was raised to see if some of the Friends of the Library funds could be used for the incorporation fees. A lawyer would have to read over any proposals. The Board unanimously approved that we start the procedure for incorporation of the Winterville Library Endowment Fund.

Don Bower reported that Mayor Jim Mercer had contacted State Senator Paul Broun and Senator Broun had forwarded a request for use of discretionary funds for the library to Governor Barnes. This is typically not more than \$5,000 and results will not be known for several months.

The Board unanimously agreed to request City Council to re-appoint current members Laurie Tweedell and Linda Floyd to serve full 3 year terms starting November 1999. Don Bower, current Chairman of the Board suggested that we would need to elect a new chairman at the November meeting as he is planning to move from Winterville.

There being no further business, the meeting was adjourned.

The next meeting will be Monday, November 8<sup>th</sup> at 7:00PM at the Library

Respectfully submitted,



Martha Beach, Secretary

REMINDER: Future meetings: January 10, 2000

MINUTES OF THE WINTERVILLE LIBRARY BOARD

Meeting held November 15, 1999.

Winterville, Georgia

*approved 1/10/2000*

The members of the board of the Winterville Library met Monday November 15, 1999, at 7:00PM.

In attendance were: Don Bower, President; Laurie Tweedell, Vice -President, Martha Beach, Secretary; board and members, Mary Alvarez and Linda Floyd. Melissa Cappi was excused, Laura Carter, Branch Consultant, Athens Regional, and Suzanne DeGrasse, Librarian were also absent.

Minutes of the September 13th meeting were read and approved with minor corrections.

Old Business:

\$5,000 from the Governor's Discretionary Funds has been sent to Winterville for the Library. The only stipulation is that the funds not be used for salaries. Paul Broun, State Senator is to be recognized by the City for his efforts on behalf of the Winterville Library

Don has sent e-mail to Mary Quinn informing her that ACC Regional Library has declined working together for endowment fund raising for the Winterville Library. Don will contact her again. Billy Wehunt who had been asked to serve on the Winterville Library Endowment Committee Board of Directors, has been very ill and will not be able to serve. Additional Winterville Library Endowment Fund Directors will be needed. Board members were asked to make suggestions or contact those who might be willing and able to serve.

Linda Floyd and Laurie Tweedell were unanimously reappointed to the Winterville Library Board of Directors for full three year terms at the November 9<sup>th</sup> City Council meeting.

Laurie Tweedell was nominated and unanimously elected to serve as Secretary. Mary Alvarez was nominated and unanimously elected to serve as Chairman. Don Bowers will continue to act as liaison to the Athens-Clarke County Library.

Martha Beach, who had attended the last meeting, gave the report of the Friends of the Library. Although there had been a suggestion that the Friends disband due to poor attendance, it was decided that they should meet as needed, probably in February, May and September for working out details of the Marigold Festival Book Sale and other fundraisers. Donna Tate will be working with Mary Quinn on the Winterville Library Endowment Fund. Frances Lester will be the new Chairman of the Friends with Janis Slay, Treasurer and Paula Williams, Secretary.

Laurie will e-mail Laura Carter the new officers and e-mail addresses for the 2000 roster.

There being no further business, the meeting was adjourned.

The next meeting will be Monday, January 10<sup>th</sup> 2000 at 7:00PM at the Library

Respectfully submitted,

Martha Beach, Secretary